

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 002412
Grade 14**

LABORATORY ASSISTANT

DEFINITION OF CLASS:

This is routine work performing laboratory tests and maintaining laboratory equipment. Contacts include but are not limited to co-workers, equipment vendors/service personnel, the public, and workers at client agencies to exchange information and provide services. Collection of urine specimens from clients at evening clinics constitutes immediate and short-term public service and assistance on a recurring basis to many people.

An employee in this class is responsible for eye scans, breathalyzer tests and collecting and/or testing urine samples to detect substance abuse and for ensuring that the chain of custody is complied with; documenting results; filing laboratory reports; conducting evening clinics; and ordering and stocking laboratory supplies. The employee works independently on recurring assignments by performing tests according to established procedures. Work is reviewed periodically to see that results are accurate, procedures are followed, and that established policies and guidelines are applied. Guidelines exist in the form of federal, state and local laws and departmental or programmatic policies and procedures. Some judgment is required to adapt approaches to individual clients and work situations. Complexity of the work is derived from the steps, processes, and methods involved in conducting the assigned tests. Properly performed work contributes to the smooth functioning of the laboratory and/or program, and assists the office in getting important work done and correctly interpreting test results to determine drug use violations. The work is performed in a mixed office and laboratory environment involving some risks requiring special safety precautions and procedures, and the use of special equipment such as goggles, shields, protective clothing, and gloves. The employee is exposed to human waste or bodily fluids, and experiences some discomfort or unpleasantness imposed by the job situation. Work involves some standing, walking, bending, and carrying of light laboratory equipment.

EXAMPLES OF DUTIES: (Illustrative Only)

- Tests individuals on the Passpoint Substance Abuse Monitoring System (eye scan) and breathalyzers to detect use of illegal drugs.
- Selects urine specimens from clients by witnessing the stream of urine into the collection container to ensure that the specimen is not falsified.
- Provides point-of-contact information to clients, maintains laboratory equipment, and orders urine-testing supplies.
- Maintains basic statistics on urine collection and breathalyzer testing.
- Prepares "Urinalysis Forms" and distributes, along with attendance verification forms; sends out warning letters to clients who are non-compliant and records confirmed positives.
- Responds to telephone inquiries regarding client attendance verification and client test results.
- Helps prepare urine specimens for analysis by a contracted commercial laboratory.
- Conducts evening clinics to accommodate clients with full time jobs.

- Tests client urine specimens using EMIT methodology with a photometric analyzer and interprets results.
- Maintains laboratory equipment and supplies.
- May testify in court on chain of custody procedures.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles, practices, materials and equipment used in performing urinalysis drug screening.
- Knowledge of basic safety precautions to be taken in performing assigned tests.
- Ability to work in compliance with laboratory procedures and standards.
- Ability to successfully complete prescribed course in the operation of laboratory equipment.
- Ability to communicate effectively in English with clients and staff.

MINIMUM QUALIFICATIONS:

Experience: One (1) year of experience working in a laboratory environment.

Education: Completion of high school or High School Certificate of completion recognized in the State of Maryland.

Equivalency: None.

LICENSE:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence when required for job-related duties.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core Exam.

Class Established: October 1962

Revised: October 1985

Classification Study: February 1992 (M)

Classification Study: March 2004 (M)

April 2010

August 2013

Formerly Titled: "Laboratory Helper"